



## BUDGET OFFICER

Job Code: 1117

EEO Class Code: Professional

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o019

### NATURE OF WORK

This is responsible, professional, financial work of considerable difficulty in the preparation and maintenance of the City's operating budget, and in the providing of budgetary analysis and assistance to the City Manager and the various City Department Heads. An employee in this classification is responsible for the preparation and implementation of a programmatically valid and fiscally sound operating budget for the City. Duties also include the analysis of departmental spending, budgetary control, automated position control, and making recommendations concerning the redistribution of funds. The incumbent exercises considerable initiative, judgment, and professional knowledge and expertise in fiscal, budgetary, and general management analysis.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Assimilates budget manual, calendar, and budget estimates for subsequent distribution to all departments during city-wide workshop which begins the annual process
- Reviews said departmental budget requests upon receipt and recommends funding necessary to maintain the current service level based upon preliminary certification of taxable value received from the Property Appraiser
- Compiles city-wide proposed budget document for subsequent release and transmittal to the Commission upon direction of the Administration; advertises proposed budget; and sets public hearings in compliance with State of Florida Truth in Millage (TRIM) legislation
- Attends budget hearings held in Commission chambers to adopt millages and budgets and ensures adopted budget is printed and released subsequent to its adoption by the Commission
- Monitors General, Enterprise, Special Revenue, Internal Service, and Capital Project Fund revenues and expenses through an automated financial management system
- Ensures proper code designation is affixed to purchase and office requisitions, petty cash vouchers, and direct payments
- Approves budget transfers
- Authorizes requests to fill vacant positions through an automated position control system
- Prepares agenda items for transmittal to City Commission
- Submits quarterly reports to Finance Committee during its citywide budget review and recommends amendments as necessary to maintain fiscally sound and balanced budget by fund by category (revenue and expense)
- Confers with external auditors at year-end closing and responds to inquiries regarding budget to actual fluctuations
- Conducts operational audits/productivity reviews of agencies and/or work processes to improve productivity and refine departmental objectives
- Performs related work as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of current theories, literature, resources, and methodologies in the field of fiscal and operations analysis and budget planning
- Considerable knowledge of theories and methods of Management by Objectives
- Considerable knowledge of theories, principles, and practices of management and organizational analysis
- Knowledge of Federal, State, and Local laws as they relate to taxation and fiscal planning
- Ability to identify and analyze the efficiency of departmental operations
- Ability to communicate effectively, both verbally and in writing, with the City Manager, departmental executives, and community groups

- Ability to establish and maintain effective working relationships with other employees, supervisors, department heads, officials of other agencies, and the general public
- Ability to direct and coordinate the work of subordinates in the implementation of budgetary and operational policies and procedures
- Ability to participate in the development of a programmatically valid and fiscally sound operating budget for the City
- Ability to perform statistical and financial analysis of expenditures and revenues and to prepare comprehensive reports

## MINIMUM REQUIREMENTS

- Considerable experience in the preparation and implementation of municipal budgets
- Experience in productivity analysis, Management by Objectives Systems, and budgeting processes
- Graduation from an accredited college or university with a Degree in Finance, Accounting, Public Administration, Business Administration
- Or equivalent
- Familiarity with automated financial management systems, and performance based budgeting
- Experience can substitute for education on a year-for-year basis

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, and kneeling
- Some crawling, reaching, and handling, sitting, standing, pushing, and pulling

## SUPERVISION RECEIVED

- General and specific assignments are subject to review by the Director of the Office of Management and Budget
- Work is performed with little direct supervision and considerable latitude for use of independent judgment in the selection of work methods and procedures
- Work is reviewed for compliance with departmental objectives and standards

## SUPERVISION EXERCISED

- Supervises and is accountable for the work of subordinate professional and clerical employees